

Carlisle Housing Authority
Meeting Minutes
August 18, 2014

Present: Alan Lehotsky, Chair; Mark Levitan; Steven Pearlman; and Elizabeth DeMille Barnett, Housing Coordinator. Absent: W. Randall Brown; Carolyn Ing.

Guest: Alexander Brewster, Reporter, *Carlisle Mosquito*

1. Meeting called to order at 7:32 p.m.

2. Old Business

A. NOAH Benfield Farms

- a. **Leasing update.** Ms. Barnett reported that twenty units were now leased and four additional units are close to being leased; two units remain available. NOAH's stated goal was to lease 50% of the 26 units within 18 months; this goal has been easily surpassed.
- b. **Project completion.** Ms. Barnett reported that the interior emergency radio system had been installed per request of the Carlisle Fire Department (CFD). She also reported that an issue between the CFD and NOAH, on the location of the development's recycling barrels had been resolved.

B. 338 Bedford Road Intellectually-disabled group homes

- a. **Request for proposal (RFP) for group homes for the intellectually-disabled.** Mr. Lehotsky reported that the Carlisle Town Counsel was still in the process of reviewing the draft RFP with the Attorney General's office. The CHA will have the ability to review and comment on the draft RFP. Mr. Lehotsky stated that a public meeting of the CHA will be held to solicit input for the RFP from the general population of Carlisle prior to its issuance to potential bidders.
- b. **Property Update.** Ms. Barnett reported that the Housing Trust will be considering options to demolish the existing structure on the property following the CHA procurement for a group homes developer.

C. Long Ridge Road Chapter 40B update. Ms. Barnett reported that the Carlisle Zoning Board of Appeals formally opened its public hearing on the 40B Application filed by Jeffrey Brem, of Lifetime Green Homes, Inc. on August 4, 2014. The ZBA has 180 days from the date of its initial public hearing for this application to hold hearings. Discussion followed. It was noted that during the open hearing period, the CHA has an opportunity to make recommendations to the ZBA on project components. Possible components for the CHA to review might include: the fair housing marketing plan; design quality and conformity; legal assurance of maintaining the units as affordable in perpetuity (deed restrictions), and assurance that the rules of the condominium association with respect to maintenance and other fees do not have a deleterious effect on affordability, etc.

Ms. Barnett also reported the Lisa Davis Lewis, Chair of the ZBA had asked her at the August ZBA Lifetime Green Homes hearing about the CHA's past experience with a

technical expert, Michael Jacobs, who had been recommended to the ZBA by the Massachusetts Housing Partnership, and that CHA had hired previously in 2008. Ms. Barnett said that she had shared with the ZBA at the hearing that Mr. Jacobs had been selected from three applicants as the most highly qualified, and that his work for the CHA had been of excellent quality.

3. New Business

- A. Commonwealth of Mass. Community Innovation Challenge Grant.** Ms. Barnett reported that she recently attended a meeting of the Housing Planners & Coordinators Network where this current state grant opportunity had been discussed. She presented as a potential grant project a Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, multi-unit and single family home development. The intended audience for this guide would be non-technical readers including homeowners, local board members, Town staff, and housing developers. The guide would provide information regarding septic system, community water supply, and private well technologies. Of interest to the CHA, this guide is expected to be extremely helpful in facilitating affordable housing development and planning.

This project would potentially include eight other Massachusetts towns which currently rely partially or fully on well water and septic technologies.

The deadline to apply for this grant is October 15, 2014.

A brief discussion ensued in which consensus support was voiced, as well as was a suggestion to share information about this opportunity with the BOH. Ms. Barnett stated that she had spoken with the Board of Health Agent prior to the CHA meeting.

- B. Economic Assistance Resources Guide for Carlisle Residents.** Ms. Barnett reported that she had recently completed a revision of this comprehensive resource guide, which includes many items related to affordable housing, and posted this to the Town of Carlisle, CHA and COA web pages.
- C. Affordable Housing Strategic Planning.** In response to the board's interest in this topic, Ms. Barnett stated that a new Town of Carlisle Housing Production Plan (HPP) will need to be reviewed and approved by the Department of Housing and Community Development by November 2, 2015, if the Town is interested in receiving a Chapter 40B "safe harbor" from future affordable housing projects. She circulated a copy of the Town of Carlisle 2010 Housing Production Plan Goals, as well as an in-process chart which analyses the current progress of each goal, in order to facilitate discussion. A discussion ensued about the process and responsibilities held by various town boards relative to composing and implementing the 2015 HPP.

This coming year the Board of Selectmen will have the responsibility to appoint a HPP Committee. The CHA may make recommendations to the BOS.

Some discussion ensued regarding specific tools that could add to the inventory of affordable units in town:

1. Owners of single family residences built prior to 1962 may create a two-family unit by right. Outreach may raise awareness of this option.

2. Affordable Accessory Apartments. Outreach could be conducted to appeal to potential landlords.

Some CPA funds exist to provide subsidies to landlords of the above such units. Tenant selection would need to be conducted by a fair market housing lottery conducted by an approved DHCD affordable housing lottery agent and comply with the Fair Housing Act. Important to note is that property owners' existing tenants in accessory apartments will not be allowed to remain in order for the units to receive credit on the DHCD Subsidized Housing Inventory.

3. Develop an Inclusionary Zoning Bylaw. This concept was included in the 2010 Housing Production plan, but no action has been taken to date by the Planning Board. Such a bylaw would couple private development approvals to construction of affordable units or, if allowed, a contribution to an affordable housing fund. Many comparable Massachusetts municipalities have successfully implemented this type of Bylaw in order not to lose ground in their affordable housing production progress.

As a step toward this goal, Ms. Barnett offered to begin to compile inclusionary zoning bylaw information from the ten or so "Carlisle comparables," towns of the same size, infrastructure, etc. She also offered to make available to board members a 2014 paper entitled "Achieving Lasting Affordability through Inclusionary Housing" by the Lincoln Institute of Land Policy.

4. Approval of Minutes. Minutes of the July 14, 2014 meeting were reviewed and discussed. A motion to accept the minutes as written was made by Mr. Lehotsky, seconded by Mr. Levitan; motion passed unanimously.

5. Next Meeting Dates: Wednesday, September 17th; Monday, September 29th; Tuesday, October 14th (October 13th is a holiday); Monday, October 27th.

6. Meeting Adjourned at 8:37 p.m. Motion by Mr. Pearlman, seconded by Mr. Levitan; motion passed unanimously.

Respectfully submitted,

Elizabeth DeMille Barnett, Housing Coordinator